June 14, 2017

**Enter Visitor’s Name and address information**.

Dear **Enter Visitor’s name**,

I am pleased to invite you to the Department of Geography and Geographic Information Science at the University of Illinois at Urbana-Champaign, as a 0% non-salaried Visiting Scholar for **number of months** months, beginning **arrival date** through **departure date**. Please note that upon arrival, you will be charged a US$100 fee to cover the administrative costs associated with your visit to our department.

During your visit, we will **Insert detailed description of what the visitor will be doing, and expected outcomes of the visit.**

The department agrees to provide you with office space if available, and access to the University Library system. Beyond this, we understand that you will cover your own expenses, including lodging, research, and your health insurance for the duration of this appointment.

U.S. federal regulations require you to have medical insurance coverage for yourself and any dependent J-2 family members who accompany you to the U.S. You can find more information about insurance requirements at <http://www.isss.illinois.edu/scholars/j1/index.html#j1insurance>.

Jill Randell in the School of Earth, Society, and Environment (SESE) Business Office will follow up with a separate email containing more details about your visit. She can also assist with your visa application. Please feel free to contact me with any other questions or concerns.

Sincerely,

**Your Name**